

POLICE SERGEANT

(Promotional Class)

GENERAL STATEMENT OF DUTIES

Supervise the activities of a group of police officers, or personally perform difficult and complex clerical and communication work, as assigned; and related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee of this class is responsible for the police work of subordinates, or for the specialized duties which he personally performs. Supervision is exercised over police officers through inspections and the assignment of duties in accordance with general instructions received from officers of higher rank. Employees of this class are given specific work instructions by ranking officers on new assignments but work more or less independently in performing regular duties. Work is reviewed by oral and written reports to superiors, or their personal inspection. Employees of this class who are qualified, therefore, may be assigned to the performance of fingerprint and other identification work, as required. This class ranks immediately below that of Lieutenant.

EXAMPLES OF WORK

(Illustrative only)

Inspect police officers before they go on duty for compliance with departmental regulations;

Transmit orders to police officers;

Check police officers in the performance of their duties and offer assistance, make suggestions, or give instructions, for better execution of work;

Report any breach of duty or inefficiency to the captain in charge;

Act as Traffic Sergeant when assigned;

Conduct primary investigation of major traffic accidents and violations;

Act as Traffic Record Clerk when assigned;

Make daily reports, as required;

Act in the capacity of Keeper of the Jail or Assistance Jailer

when assigned;

Operate communications system, handle office details of arrests, booking and caring for prisoners' bonds and fines, the keeping of important records and valuables, the preparation of important and complex reports, and other police clerical work, when and as assigned;

Do other related work as instructed by Superior Officer.

SPECIAL REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS

Must be a regular and permanent employee in good standing in the Class of Police Officer;

Must have served not less than twelve months as a Police Officer;

Must possess F.C.C. Permit required for operation of police radio;

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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	08-06-93
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